PR007 - Standard Document Clauses and Line Notes Screen

Introduction   This procedure describes how to set up and maintain the standard document clauses and line notes that print on the purchase order (i.e., the CD-404). The standard document clause and line note information is entered via the CSPS "Standard Document Clauses and Line Notes Screen" (PR007).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
LINE NOTE	This field contains the FAR clause, CAR clause, or name of the line note. It holds up to 30 characters.	Derived	System generated	Y	N
CLAUSE	This check box indicates if the line note is a clause.	Derived	System generated	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DEFAULT	This field indicates if the line note should default onto the FM041 report. If the default box is checked and the clause box is checked, the clause and the short description will automatically print when each purchase order is printed. If the default box is checked and the clause box is not checked, the record is considered to be a line note and the full text will print after the final line item. If the default box is unchecked, the user may manually select the clause or line note on FM041for inclusion in a specific purchase order.	Derived	System generated	Y	N
SHORT DESCRIPTION	This 80 character text box holds the short description of the line note. The user may change existing short descriptions by double clicking in the field.	Derived	System generated	Y	N
ACTIVE ?	This check box indicates if the line note is active. If checked, the line note may be used in reports.	Derived	System generated	N	N
STAT DATE	This field contains the date of the last time the line note has been modified.	Derived	System generated	N	N
LONG DESCRIPTION	This seven page text box holds the extended description of the line note.	Derived	System generated	N	N